

**FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS
FINANCE DEPARTMENT, PROCUREMENT DIVISION**

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 428-8713

Fax: (540) 347-5753

NOTICE OF CONTRACT RENEWAL

1. DATE: March 17, 2006
2. COMMODITY NAME: Open-Ended A/E Services – Construction Management (CM), Value Engineering (VE), Cost Estimating-Constructability/Plan Review (CE)
3. CONTRACT NUMBERS: MBP55-05C; KCI55-05C; HII55-05C; SPN55-05C; CCI55-05C (All contracts cover both Levels I & II)
4. CONTRACT PERIOD: April 25, 2005 through April 25, 2006
First Renewal: April 26, 2006 through April 25, 2007
5. RENEWAL OPTIONS: One (1) one Year Period remains
6. FIRMS:
(V/N 637032) McDonough Bolyard Peck (CM, VE, CE)
8315 Lee Highway, Suite 400
Fairfax, VA 22031-2215
PH (703) 641-9088 FX (703) 641-8965

(V/N 641173) KCI Technologies, Incorporated (CM)
10 North Park Drive
Hunt Valley, MD 21030
PH (410) 316-7800 FX (410) 316-7972

(V/N 641518) Heery International, Incorporated (CM)
Franklin Court, 1099 14th St. NW, Suite 101
Washington, DC 20005
PH (202) 463-8200 FX (202) 463-8264
(HII address changed with March renewal – moved to DC)

(V/N 614517) SPN, Incorporated (CM, CE)
6173 Executive Boulevard
Rockville, MD 20852
PH (301) 770-6600 FX (301) 770-0844

(V/N 641514) Construction Consultants, Incorporated. (VE)
7700 Leesburg Pike, Suite 113
Falls Church, VA 22043
PH (703) 749-0200 FX (703) 749-0203
7. TERMS: Net 45

8. FOR FURTHER
INFORMATION CONTACT: Susan R. Monaco, CPPB
PH (540) 428-8713

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

By: _____
Susan Monaco, CPPB
Procurement Supervisor

INSTRUCTIONS

1. Orders: All Using Departments must order services listed by issuing a Purchase Orders per the Procurement Procedures Manual, after following the instructions below. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 428-8717 or 8720.

PROJECT ORDERS AND PROCEDURES FOR ORDERING SERVICES FOR OPEN-END ARCHITECTURAL SERVICES:

Types of Project Orders:

Reminder: Firms have agreed to provide services for either Level I, projects from \$500 - \$30,000, Level II, projects over \$30,000, or both, as noted on page one and each Fee Schedule page.

Lump Sum Fee Project Orders: Lump sum fees shall be negotiated individually for each project and issued as a separate Purchase Order (pricing shall be based on the attached hourly fee schedule).

Hourly Rate Project Orders: When the scope of services involves work of such nature that the Firm cannot reasonably estimate the time which would be required to provide the services, the Using Department may authorize an Hourly Rate based on the actual hours worked times the hourly rates indicated on the attached fee schedule and other approved expenses. A maximum Purchase Order fee or cost not to exceed limitation shall be agreed upon for Hourly Rate Purchase Orders. When an Hourly Rate Purchase Order is used, the Firm shall submit detailed time records, documentation for other expenses, and such other evidence as the Using Department may require to support the Firm's billing request.

Procedures for Ordering Services

The Using Department will request a lump sum fee or hourly rate proposal for each Project from the Firm. At the Firm's expense, the Firm shall visit the site and prepare a detailed proposal for accomplishing the services. The Firm shall determine feasibility of the proposed budget at this time. The Firm shall prepare a detailed lump sum or hourly rate (as applicable) fee proposal for accomplishing the services.

The Using Department will evaluate the Firm's fee proposal and may negotiate a suitable lump sum fee or a "not to exceed" amount with the Firm. Prompt completion of fee negotiations is imperative. Following successful negotiations, the Using Department will prepare a purchase order for the agreed scope of work and fee proposal, incorporating by reference the terms and conditions of this contract and forward to the Procurement Division. Once the Procurement Division has processed the purchase order (and assigned a number) the Using Department will authorize and instruct the Firm to proceed with the appropriate phase of the work. All purchase orders shall incorporate by reference the terms of this agreement.

The Firm shall not perform any work that has not been authorized by a written purchase order (or change order) executed by the Procurement Division. The Firm assumes all risk and financial liability for any services rendered without such proper authorization.

The Using Department reserves the right, at its sole discretion, to issue purchase orders to any Open-End firm based on its evaluation of each Firm's qualifications, expertise, capabilities, performance record, current workload, location or distance to the project and other factors as may be pertinent to a particular project.

Purchase Order Restriction/Maximum Fee Limitation: No individual purchase order fee shall exceed \$100,000. If a project is expected to be over this amount, requirements shall be forwarded to the Procurement Division and a separate RFP will be done for that project.

Change Orders: Change orders, authorized by the Procurement Division, may be issued to modify the scope of a Purchase Order. Change orders may add to, delete or otherwise modify the scope of services against a particular Purchase Order.

No modification can be made which will increase the original purchase order price by more than twenty-five percent (25%) or \$50,000, whichever is greater or exceed the purchase order limits established above, without the approval of the Board of Supervisors or the School Board, as the case may be.

In making any modifications, the resulting increase or decrease in cost for the modification shall be determined by one of the following methods:

- A. The written modification shall stipulate the mutually agreeable fixed price for the specific addition to and/or deletion from the scope of work and/or specifications, which shall be added to or deducted from the total contract amount.

- B. The written modification shall direct the Firm to proceed with a specific scope of work and to keep, and present in a form as the Using Department may direct, a correct account of the actual man-hours by category and discipline and the time sheets therefore. The fee amount will be the man-hours expended multiplied by the hourly rates specified in attached hourly fee schedule. No additional increase for overhead and profit will be allowed. Changes using this procedure will usually specify a maximum amount.
2. All correspondence and documents (to include invoices) shall reference the contract number, applicable purchase order number and any project reference number the Using Department may identify.
 3. Approval of Firm's invoice is the responsibility of the receiving using department.
 4. Any complaint as to quality of services or violation of contract provisions by the Firm shall be reported to the Procurement Division for handling with the Firm. All complaints must be submitted in writing and can be forwarded to Procurement via fax, e-mail or courier.
 5. Renewals: As stated on the face of this notice, one (1) one-year term remains on this contract. The decision as to whether to exercise the renewal option will be made by the contract officer, with input requested from the using departments, approximately sixty days in advance of the expiration date of the current term.
 6. Price Adjustments: Contract prices shall remain firm for the award year. Prices may be negotiated only at the time of renewal. The contract officer must approve all price increases. Contract users will be sent notification of contract change from the Procurement office as official notification of such changes, if approved.
 7. Evaluation of Services: At the conclusion of any project performed under this contract, or periodically throughout the project, the Using Department is requested to complete the attached Evaluation Form and return to the Procurement Division. This will be kept in the contract file for renewal and contract performance purposes.

FEE SCHEDULE, Contract# MBP55-05C

(Contract rates revised with 3/06 renewal)

McDonough Bolyard Peck
8315 Lee Highway, Suite 400
Fairfax, VA 22031

Phone: (703) 641-9088
Fax: (703) 641-8965

Vice President: Christopher J. Payne

Construction Management, Value Engineering, Cost Estimating/Constructability-Plan Review

Classification	Hourly Rate
Principal/Associates	\$ 178.83
Project Manager	\$ 120.61
Value Engineering Facilitator	\$ 135.16
Senior Architect	\$ 133.09
Senior Engineer	\$ 110.21
Senior Cost Estimator	\$ 95.65
Cost Estimator	\$ 72.78
Engineer	\$ 81.10
Senior Field Engineer	\$ 85.26
Field Engineer	\$ 65.50
Engineer Aide	\$ 36.39
Clerical	\$ 51.99

Reimbursables

Description	Cost per Unit
Telephone Calls, Telegrams and Cables	Cost
Transportation by Automobile	\$.325/mile
Transportation by Public Conveyance	Cost
Lodging (for VE workshop)	Cost
Meals (for VE workshop)	Cost
Shipping	Cost

FEE SCHEDULE, Contract # KCI55-05C

(No change in rates with 3/06 renewal)

KCI, Technologies, Incorporated
10 North Park Drive
Hunt Valley, MD 21030

Phone: (410) 316-7800
Fax: (410) 316-7972

Sr. Vice President: Christopher J. Griffith, PE, CCM

Construction Management

Classification	Hourly Rate
Principal	\$ 130.00
Construction Manager/Project Manager	\$ 97.50
Project Engineer/Office Engineer	\$ 80.00
Resident Construction Inspector	\$ 58.50
Civil Inspector	\$ 58.50
Steel & Welding Inspector	\$ 62.50
Mechanical Inspector	\$ 62.50
Plumbing Inspector	\$ 62.50
Electrical Inspector	\$ 62.50
Value-Engineering Specialist	\$ 120.00
Cost Estimator	\$ 110.00
Claims Analyst	\$ 110.00

Directs will be billed at a 1.0 multiplier.

FEE SCHEDULE, Contract HII55-05C

(Contract rates and address revised with 3/06 renewal)

Heery International, Incorporated
Franklin Court, 1099 14th St. NW, Suite 101
Washington, DC 20005

Phone: (202) 463-820008
Fax: (202) 463-8264

Vice President: Woody Gregory, PE, CCM

Construction Management

Classification	Hourly Rate
Project Director	\$ 132.08
Senior Project Manager	\$ 124.80
Project Manager	\$ 86.32 - \$98.80
Assistant Project Manager	\$ 67.60 - \$86.32
Administrative Assistant	\$ 72.80 - \$83.20
Site Secretary	\$ 35.88 - \$43.16

Rates are for Labor, Direct Personnel Expenses, Overhead and Profit only and do not include job specific Other Direct Costs or Reimbursable Costs.

FEE SCHEDULE, Contract SPN55-05C

(No change in rates with 3/06 renewal)

SPN, Incorporated
6173 Executive Boulevard
Rockville, MD 20852

Phone: (301) 770-6600
Fax: (301) 770-0844

President: George V. Veise, Jr.

Construction Management, Cost Estimating/Constructability-Plan Review

Classification	Hourly Rate
Principal	\$ 110.00
Senior Project Manager	\$ 85.00
Project Manager	\$ 75.00
Project Engineer/Assistant Project Manager	\$ 65.00
Superintendent	\$ 75.00
Assistant Superintendent	\$ 65.00
Estimator/Quantity Survey	\$ 60.00
Clerical	\$ 32.00

FEE SCHEDULE, Contract # CCI55-05C

(No change in rates with 3/06 renewal)

Construction Consultants, Incorporated
7700 Leesburg Pike, Suite 113
Falls Church, VA 22043

Phone: (703) 749-0200
Fax: (703) 749-0203

Principal: Tom Wilson

Value Engineering

Classification	Hourly Rate
VE Workshop Facilitator	\$ 135.00
Civil/Structural	\$ 105.00
Architectural	\$ 105.00
Mechanical	\$ 105.00
Electrical	\$ 105.00
Cost Estimator	\$ 105.00
Clerical	\$ 43.50

CONTRACT EVALUATION

Date:

Return To: **Susan Monaco, Procurement Division, 428-8713**

The Fauquier County Government and Public Schools Procurement Division is requesting that Using Departments complete this form either periodically or upon completion of any project under Contract #55-05C, Open-End A/E Services –Construction Management, Value Engineering, Cost Estimating-Constructability/Plan Review. Please complete this questionnaire and return it along with any supplemental comments or suggestions.

Firm Name: _____

Project Description: _____

RATE CONTRACTOR'S PERFORMANCE ON A SCALE OF 1 TO 5 (by circling).

- | | | | | | | |
|---|---|---|---|---|---|----------------------------|
| 1. Overall Evaluation: (Unsatisfactory) | 1 | 2 | 3 | 4 | 5 | (Satisfactory) |
| 2. Performance (Late/Early) | 1 | 2 | 3 | 4 | 5 | (On Time) |
| 3. Quality of Services (Unacceptable) | 1 | 2 | 3 | 4 | 5 | (Acceptable) |
| 4. Number of Complaints (High) | 1 | 2 | 3 | 4 | 5 | (Low) |
| 5. Firm's Responsiveness to requests to correct deficiencies:
(Non-responsive) | 1 | 2 | 3 | 4 | 5 | (prompt corrective action) |

If complaints have been registered, please explain (or attach documentation):

Return to: Susan R. Monaco, CPPB
Procurement Division
320 Hospital Dr., Suite 23
Warrenton, VA 20186
Fax: (540) 347-5753
E-mail:
Susan.monaco@fauquiercounty.gov

Form completed by:

Name

Title

Agency Name

Date

Phone Number